



EMPLOYMENT OPPORTUNITIES

Applications are available in the City of Dearborn Human Resources Department,
4500 Maple, Dearborn, Michigan 48126
Open Monday- Friday, 8 a.m. to 5 p.m. Job Line (313) 943-2052 TTY (313) 943-2127
Equal Opportunity Employer
www.cityofdearborn.org

POLICE OFFICER

THIS IS AN ENTRY LEVEL LAW ENFORCEMENT POSITION WITH THE CITY OF DEARBORN

SALARY: Starting salary - \$42,127

Maximum salary after 48 months - \$56,215

MINIMUM QUALIFICATIONS:

- ASSOCIATES DEGREE in Law Enforcement or two years of related college-level coursework or the equivalent in combined education and experience. Two years experience in the Military Police or four years of any military experience with Honorable Discharge will be considered.
- Current passing score on the Michigan Commission on Law Enforcement Standards (MCOLES) Physical Agility and Written Tests. Information on MCOLES can be found at www.michigan.gov/mcoles or by calling (517) 322-1417. Apply directly with testing centers.
- Must be capable of performing the essential functions of this position (listed on reverse) with or without reasonable accommodation as determined by a post-job-offer physical examination.
- Dearborn residency not required, but must be willing to maintain residency within proximity to Dearborn Police Headquarters no greater than that which would allow an officer to respond in a timely manner for duty during an emergency.
- Must meet all employment standards for Michigan Law Enforcement Officers as established by MCOLES including:
 1. A valid driver's license and good driving record.
 2. Good moral character and no record of criminal convictions (including expungements).
 3. U. S. Citizenship.
 4. Minimum age, 18 years.

AT THE TIME OF APPLICATION YOU MUST SUBMIT THE FOLLOWING OR YOUR APPLICATION WILL NOT BE CONSIDERED:

1. An official City of Dearborn application form; resume may be attached.
2. College transcripts or copy of request submitted to college.
3. Written notification from MCOLES of Physical Agility and Written Test scores.
4. Two professional letters of reference are required.

EXAMINATION PROCESS:

The results at each step in the application process will determine eligibility for continuation to subsequent steps. The process will include application review, written exam, personal history questionnaire, oral-board interview, background investigation, and chief's interview.

Non-certified officers who are selected will be enrolled in a police academy. All candidates are required to successfully complete a Field Training Program.

SPECIAL NOTE:

- Must satisfactorily complete medical and psychological examinations prior to start date.

LAST DATE FOR FILING APPLICATIONS: Monday, August 7, 2006 at 4:30 PM.

POLICE OFFICER

DISTINGUISHING FEATURES OF WORK:

This is entry level police work in the protection of life and property, the prevention of crime, and the enforcement of criminal and traffic laws and local ordinances, as well as the apprehension of suspects and criminals. Employees must be able to independently exercise quick but sound judgment in applying police methods in emergency situations. As the employee acquires experience on the job additional responsibility will be granted. Employee works in a designated area on an assigned shift and may be assigned to special detail or training under supervision. Work is supervised by a superior officer through personal inspection, through review of reports, and through general appraisal of the effectiveness of the police service.

Employee interacts in a consistently pleasant and helpful manner to fellow employees, visitors, and citizens of the City of Dearborn and demonstrates the highest standards of internal and external customer service.

DUTIES AND RESPONSIBILITIES:

Essential Job Functions (*Functions essential to attaining job objectives*):

- Affects an arrest, forcibly if necessary, using handcuffs and other restraints.
- Pursues fleeing suspects on foot, both day and night, in unfamiliar terrain.
- Subdues resisting subjects using hands and feet while employing defensive tactics maneuvers or approved nonlethal weapons.
- Climbs over obstacles; climbs through openings; jumps down from elevated surfaces; jumps over obstacles, ditches and streams; and crawls in confined areas to pursue, search, investigate and/or rescue.
- Uses body force to gain entrance through barriers to search, seize, investigate and/or rescue.
- Enters and exits vehicles quickly to perform rescue operations, pursues a suspect or answers an emergency call.
- Loads, unloads, aims, and accurately fires handguns, shotguns, and other agency firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress.
- Performs tasks which require lifting, carrying, or dragging people or heavy objects while performing arrests, rescues or general patrol functions.
- Performs law enforcement patrol functions while working rotating shifts or with variable off days, and unanticipated overtime.
- Conducts searches of buildings, homes and outdoor areas which may involve walking and standing for long periods of time and which requires the ability to see from a distance, to distinguish color and perceive shapes as well as discern smells, tastes and tactile sensations.
- Conducts visual and audio surveillance for extended periods of time.
- Performs searches of persons which involve touching and feeling to detect potential weapons and contraband.
- Operates an emergency vehicle during both the day and night; in emergency and pursuit situations involving speeds in excess of posted limits while exercising due care and caution and in exception to traffic control devices; in congested traffic and in unsafe road conditions and environmental conditions such as fog, smoke, rain, ice and snow.
- Operates mobile data terminal located in patrol vehicle to query computerized law enforcement data with appropriate accuracy and proficiency.
- Communicates effectively over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high speed vehicle operation.
- Communicates directly with people, giving information, directions and commands while listening effectively.
- Reads and comprehends rules, regulations, policies, procedures, and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
- Exercises independent judgment within legal guidelines, to determine when there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when force may be used and to what degree.
- Manages interpersonal conflicts to maintain order.
- Interacts and deal effectively with people from various social, ethnic and cultural backgrounds in range of interpersonal situations, demonstrating appropriate courtesy and respect for individual rights.
- Gathers information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informant.
- Prepares investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.
- Testifies as a witness in court.
- Performs CPR and other lifesaving and rescue techniques on individuals in situations requiring immediate action, using appropriate procedures and safety precautions.
- Demonstrates predictable and regular attendance.

Marginal Job Functions (*Peripheral or incidental to primary job functions*):

- Assists jail administrator in City lock-up facility.
- Maintains order in court and conduct prisoner to court from detention quarters.
- Serves criminal processes including warrants and subpoenas.
- Furnishes escorts when required.
- ***Performs related work as assigned.***

KNOWLEDGE, SKILLS, AND ABILITIES:

- Some knowledge of modern approved principles, practices and procedures of police work.
- Some knowledge of federal and state laws and City ordinances, and of departmental rules and regulations.
- Some knowledge of first aid methods.
- Ability to satisfactorily complete required training.
- Ability to learn streets and physical layout of the City and adjoining areas within an appropriate time frame.
- Ability to perform essential job functions either with or without reasonable accommodation.
- Ability to cooperate with other officers and employees, to accept lines of authority, and to deal courteously but firmly with the general public.

EXPERIENCE AND TRAINING:

An Associates Degree in Criminal Justice, or completion of two years of a four-year program leading toward a Degree in Criminal Justice, or an equivalent combination of education and/or experience.

SPECIAL QUALIFICATIONS:

Possession of a valid motor vehicle operator's license issued by the State of Michigan and a satisfactory driving record.

Must meet Michigan Law Enforcement Training Council testing requirements and physical standards (to be determined post-job offer) for certification as a police officer.